

## Training Matrix

		eLearning						Classroom			Workshops Webinars
	HIPAA	Basics of Navigation (Before Classroom Training & Reporting) Est. 2 hrs.	ESS (Before MSS) Est. 2 hrs.	MSS Est. 1 hr.	Time Admin. Refresher (After Classroom Training) Est. 1 hr.	Reporting (Suggested before Classroom Training) Est. 1 hr.	Timesheet Tutorial (Before 3/16)	HR Generalist Training by Personnel Cabinet (5 days)	Time Admin. Training by Personnel Cabinet (1 day)	Secondary User Training by Agencies	Specific Audience Impacts by Agencies
<i>timeframe</i>	<i>Early Dec.</i>	<i>Mid Dec.</i>	<i>Mid Feb.</i>	<i>Mid Feb.</i>	<i>Mid Feb. - March</i>	<i>Mid Feb. - March</i>	<i>Mid Feb. – March</i>	<i>1/24-3/31</i>	<i>1/24-3/11</i>	<i>TBD</i>	<i>Late Jan. - March</i>
<b>Primary Users/ Human Resource Generalists</b>	Yes (1)	Yes (2)	Yes(3)	Yes(4)	No	Yes(6)	Yes (8)	Yes (7)	No	No	Yes (5)
<b>Time Administrator/ Time Keeper</b>	No	Yes (1)	Yes(2)	Yes (3)	Yes (6)	No	Yes (7)	No	Yes (5)	No	Yes (4)
<b>Secondary Users</b>	No	Yes (1)	Yes(2)	Yes (3)	No	No	Yes (6)	No	No	Yes (5)	Yes (4)
<b>All employees</b>	No	No	Yes(1)	No	No	No	Yes(2)	No	No	No	No
<b>All Managers</b>	No	No	Yes(1)	Yes (2)	No	No	Yes(4)	No	No	No	Yes (3)

(#) indicates **suggested** order in which classes should be taken

### KHRIS Training (link)

In the coming months, you and your fellow employees will attend several KHRIS training events, either web-based or in the classroom. Each event will offer general project information as well as specific functional information relating to your agency.

**PLEASE NOTE: ALL KHRIS Training is scheduled through the Agency Implementation Lead (AIL) or Agency Training Lead. DO NOT SCHEDULE YOURSELF in training unless instructed otherwise by your AIL. The information in the table is to help you become familiar with the various KHRIS courses that you may attend. If you have already been scheduled for events listed below, please refer to the classroom and parking information provided on the website.**